

Form of application for final payment/Transfer to corpore/Bodies other Governments of Balance in the  Provident Fund Account.

To,

Pay and Accounts Officer,  
Accountant General,

(Through the Head of Officer)

Sir,

I have retired/have proceeding on leave preparatory to retirement for  Months/ have been discharged/dissmised have been permanently transferred to  have resigned Permanently transferred to  have resigned finally from Govt. Service under Govt. have resigned Service/to take up appointment, with effect from  forenoon/afternoon.

1. Joined service with  on  forenoon/afternoon.
2. My Provident Fund No. is
3. I desired to receive payment through my office/through the  Treasury/ Sub Treasury. Particulars of my personal ma marks of identification, left hand thumb and impressions. (in case of illiterate subscribers) and finger specimen signatures(in case of literate subscribers) in duplicate, duly attested by a Gazetted Officer of the Government are enclosed.

Part-I

(To be filled in when the application for final payment is submitted upto one year prior to retirement.

4. I request that the amount of Rs  standing to the credit in my. GPF account as indicated in the Accounts statement issued to me for the year  enclosed as appearing in my ledger account being maintained by you  Treasury/Sub-Treasury/Head of Office, may please be arranged to be paid to me as first instalment of final payment.
5. The undermentioned life insurance policies were being finalized by me from my provident fund account:-

	Policy No.	Name of the Company	Sum assured.
1.			
2.			
3.			

6. After payment of the first instalment of my G.P.F. Balance. I will apply for the payment of subsequent in part-II of the Form immediately on retirement.

Station   
Dated

Yours faithfully,  
Address

This applies only when payments is not desired through the Head of Office.

(For Use By Head of Office)

Forwarded to the Accountant General [ ] for necessary action.

2. The Provident Fund Account No. [ ] of Sh. /Smt./Kumari [ ] as verified from the statements furnished to his/her from year to year) is [ ]
3. He/She is due to retire from Govt. Service on [ ]
4. Certified that he/She had taken the following advances in respect of which [ ] instalments of [ ] are yet to be recovered and credited to the fund Account. The details of the final withdrawals granted to him/her after the period covered by the aforesaid accounts Statements are indicated below:-

	Temporary Advances	Final Withdrawals
1.		
2.		
3.		
4.		

5. Certified that the following amounts were withdrawn from he/her account to finance the life Insurance Policy.

1.	
2.	
3.	
4.	
5.	

(Signature of the Head of Office)

[ ]

PART-II

In continuation of my earlier application dated [ ] for the final payment of P.F. Balance, I request that the entire Balance at my credit with interest due under the may be paid to me

OR

I request that the entire amount at my credit with interests due under the rules may be paid to me /Transferred to

[ ]

Signature

Name [ ]

Address [ ]

(For use by Head of Offices)

Forwarded to the pay and Accounts Officer/Accountant General [ ] for necessary action/in continuation of Endorsement No. [ ] dated [ ]

2. He/She has finally retired/will proceed on leave Preparatory to retirement for [ ] months/has been discharged /dismissed/has been permanently transferred to [ ] has resigned service under finally from Govt. service has resigned service under Government to take up appointment with [ ] and his/her resignation has been accepted

with effect from [ ] fornoon/afternoon. He joined service with [ ] on [ ] fornoon/afternoon.

3. The last fund deduction was made from his/her pay in this office bill No. [ ] dated [ ] for Rs. [ ] Rupees [ ] cash vouchers No. [ ] Treasury, the amount of deduction being Rs. [ ] and recovery on account of refund of advance Rs. [ ] and recovery on account of refund of advance Rs. [ ]

4. Certified that he/she was neither sanctioned any temporary advance or any final withdrawl from his/her provident funds account during the 12 months immediately proceeding the date of his/her quitting service under [ ] Govt./proceeding on the leae preparately to retirement.

OR

Certified that the following temporary advances/final withdrawls were sanctioned to him/her and drawn from his/her provident fund account during the 12 months immediately proceeding on leave preparatory to retirement or thereafter.

Amount of Advance/withdrawl	Date	Voucher No.
1.		
2.		
3.		
4.		
5.		

Certified that no amount was with drawn /the following amounts were withedrawn his/her provident fund account during the 12 months immediately preceding the date of his/her quitting service under [ ] Govt./proceeding on leave preparatory to retirement or thereafter for payment of Insurance Premia of the purchase of [ ] new policy.

Amount	Date	Voucher No.
1.		
2.		
3.		
4.		
5.		

6. It is certified that no demands/following demands of Government are due for recovery.  
7. Certified that he/she has not resigned from Govt. service with prior permission of the Central Govt. to take up an appointment in another Department of the Central Govt. Or under a State Govt. or under a body corporate owned or controlled by the State.

[ ]  
Signature Head of Office/Deptt.

\*Certificate No. 6 to be furnished in the case contributory provident fund.

\* Please score out if not necessary.

